

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

<u>JOB TITLE:</u>	PT Assistant to Athletic Department – High School
<u>REPORTS TO:</u>	Director of Athletics
<u>REQUIREMENTS:</u>	<p>High School Diploma or equivalent A minimum of 3-5 years of experience in a secretarial role Must be proficient in use of personal computer, typing, and use of spreadsheet software in addition to all other general office equipment Position also requires a degree of confidentiality, oral and written communication skills and organizational skills Must be able to handle a number of tasks of a diverse nature simultaneously Any combination of experience and education will be considered</p>
<u>WORK YEAR:</u>	10 month, Part Time (.7 FTE)

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Athletic Eligibility:
 - Run weekly reports and communicate information to Coaches, Parents and Students
 - Run 2.5 Credit Report before each season
2. Banquets:
 - Prepare certificates and school awards for each Student Athlete
 - Enter all awards into Eschool for each Student Athlete
 - Order awards from Trophy Company
3. Athletic Awards:
 - Order and keep track of all awards, medals and other items awarded to Student Athletes
4. Sport Reports:
 - Create Fall/Winter/Spring Registration and Physical Reports in Google Docs
 - Create Link to Google Doc for all in season Coaches
 - Update Activity Registration, Eschool and Google Sheet daily
 - Email Parents/Students/Coaches on Physical that will expire
 - Enter Physical information when forms are received and update report
5. Athletic Fees:
 - Email Parents to advise when Athletic fees are added to PushCoin
 - Run Daily reports for outstanding fees
 - Communicate to Coaches and Athletic Director those Athletes that have outstanding fees
 - Add Fees to PushCoin for missing sports equipment/uniforms
 - Fee Exceptions in PushCoin for various reasons (Managers, Withdraws, etc..)

- 6. Senior Nights:
 - Coordinate location, Photographer, flowers and Senior pins for event
- 7. Work Orders:
 - Enter work orders in SchoolDude for Coaches or Department needs

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____